



**HEADQUARTERS
CIVIL AIR PATROL NEW YORK WING
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**NEW YORK WING POLICY LETTER 05-01
ATTACH TO CAPR 35-5**

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NEW YORK WING POLICY CONCERNING SENIOR MEMBER PROMOTIONS

Promotion to any grade in Civil Air Patrol is ***NOT*** an automatic process nor is it mandatory, and is reserved for those members meeting or exceeding the relevant training criteria as well as proficiently performing their assigned duties within their unit. Promotions to a higher grade indicate that the individual is serving in or will be serving in either a Command or Staff position of increased responsibility. The promotion process requires the recommendation of commanders at certain echelons so that verification of all training requirements as well as time-in-grade can be accomplished. It is each commander's responsibility to ensure that only members that uphold the very highest standards of the Civil Air Patrol are recognized by promotion. Civil Air Patrol regulations specifically state that upon completing all training and time-in-grade requirements for a specific rank, an officer is merely ***eligible*** for promotion. There is no obligation on the part of Civil Air Patrol to automatically promote an individual just because he or she has "filled in the boxes" and met all the minimum stipulated requirements. Like Civil Air Patrol membership itself, promotion is a privilege, not a right, and automatically promoting members that the NY Wing Promotion Board does not consider fit cheapens the distinction of rank. It appears to send the message that all one has to do to attain the rank of Lieutenant Colonel is to stay around long enough and take a few courses.

Duty Performance promotions are based upon the member's performance of their assignment(s) at the appropriate echelon. By this method of promotion, it should also be indicative of the member's ability to handle increased roles and responsibilities of the position which they currently hold. Duty Performance Promotions within New York Wing will be grade approved only if the member is functioning under the direct supervision of the approving authority. It should be noted that National criteria for promotions are the **minimum requirements** for promotion and that NY Wg further stipulates additional criteria.

CAPTAIN - For a Group Commander to approve a member to the rank of Captain, the officer must meet the National criteria for that promotion and must be working either as a Squadron Commander or directly assigned to the Group as a Group Staff Officer for a **minimum of one year**. The promotion request should clearly outline the officer's accomplishments during this time.

MAJOR - The Wing Commander approves members to the rank of Major if they have met the National requirements and they are functioning satisfactorily either as a Group Commander or a member of the NY Wg Staff serving under a Directorate for a **minimum of one year**. Recommendations for promotion will be made by the Wing Vice-Commander or the Wing Chief of Staff as appropriate. Officers serving on the Wing Staff will be assigned to the Wing Headquarters during this period. The promotion request should clearly outline the officer's accomplishments during this time.

LT COLONEL - The Wing Commander will request promotions to Lt Colonel for Majors who have met the National requirements and have performed satisfactorily for a **minimum of two years** as Wing Vice-Commander, Wing Chief of Staff or a Wing Program Director. Recommendations for promotion of Wing Directorates will be initiated either by the Wing Vice-Commander or the Wing Chief of Staff. Personnel must be assigned to the Wing Headquarters during this period. The promotion request should clearly outline the officer's accomplishments during this time.

Other methods of promotion such as **Professional Appointment** or **Mission Related Skill** should be made only after a member has indeed contributed those skills at the appropriate echelon.

Special Appointment promotions will be sent directly to the Wing Commander for review. Special promotions will follow the same echelon requirements for rank as duty performance. A member must be under the direct supervision of the promoting authority for the rank requested.

For promotions that are made based upon **Special Appointment**, if the member should withdraw from the assigned duty that the promotion was made for, the member will be demoted back to the grade that can be earned under the **Duty Performance** criteria. For example, a member who is a Captain and has completed all required Professional Development Training for that grade and subsequently promoted to Major due to assignment as a Group Commander will revert back to Captain if the necessary Professional Development Training for Major is not accomplished either 1) by the time the member completes the assigned position or 2) if the member abruptly quits or resigns from the assigned position. This condition would be considered similar to a brevet.

Each commander will recommend members in their unit for promotion as appropriate. Commanders will ensure that only active members who meet or exceed the National requirements and the NY Wg policies for promotion are recommended. **A synopsis of the members' activities, staff assignments held and accomplishments made during the rating period (last promotion to the current request) should also be generated and attached for promotions to Captain (requiring Group Commanders endorsement) and for Major and Lieutenant Colonel (requiring Wing Commanders endorsement).**

Each echelon will conduct a Promotion Review Board for the appropriate grades.

New York Wing Headquarters will hold quarterly promotion review boards during the months of March, June, September and December. Promotion requests need to be submitted in a timely fashion prior to the review month. If the promotion request cannot be submitted in time for the Board, it will be held and queued for the next promotion board. Promotion requests will first be screened by the Wing Personnel Officer for completeness and adherence to CAP regulations and this policy letter. The Wing Personnel Officer will return any incomplete requests to the sending headquarters for correction. Upon successful review, the request will be queued for the next quarter's review board and will make every effort to inform the sending units of the Promotion requests that the New York Wing Promotion Board will be reviewing for the upcoming quarterly review.

The New York Wing Promotion board will be chaired by the Wing Vice-Commander. The Board will be comprised of the Wing Chief of Staff, Wing Personnel Officer, Wing Director of Professional Development and preferably two other NY Wg Staff Officers. If any of these members are unavailable, the Promotion Board Chairman may substitute appropriate staff at his or her discretion. If the Wing Vice-Commander cannot chair the board, then the Wing Chief of Staff may act in this capacity, with the approval of the Wing Commander. A minimum of three officers will be required to hold a promotion board. Once a promotion request has been reviewed by the New York Wing Promotion Review Board, the approved requests will be forwarded to the Wing Commander with recommendations for consideration. If the request is denied by the Promotion Board, the Wing Commander will be informed of such and the reason(s) of denial. A resubmission of a denied promotion request will not be reviewed by the NY Wing Promotion Review Board for a minimum of **two quarters** and will only be reviewed again if deficiencies in the initial request have been significantly addressed. A Promotion Review Board log will be maintained by the Wing Personnel Officer, specifying the disposition of suspense promotion requests and NY Wing Promotion Review Board actions.

The recommendations of the Wing Promotion Board will be taken into account by the Wing Commander when making any promotion decisions. The Wing Commander is the final authority concerning any promotion action for all personnel within the Wing.

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